



असाधारण

EXTRAORDINARY

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अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 22<sup>nd</sup> November, 2013.

No. 250/2013/F. No. 2-23/2013/Rev.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 1/04/1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of **"Multi Tasking Staff"** re-designated vide Administration Order No. 3635 dated 11<sup>th</sup> November, 2013 and **"Revenue Field Assistant"** re-designated vide Administration Order No. 3636 dated 11<sup>th</sup> November, 2013 borne in the establishment of Office of the Deputy Commissioner, Andaman and Nicobar Administration, namely :-

**1. SHORT TITLE AND COMMENCEMENT :**

- (1) These rules may be called the Union Territory of Andaman and Nicobar Administration, (Group 'C' post of Revenue Department) Recruitment Rules, 2013.
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :**

The number of posts, their classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS :**

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in paras 5 to 14 of the said Schedules.

**4. DISQUALIFICATIONS :**

No person —

- a) Who has entered into a contract of marriage with any person having a spouse living, or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such a marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

**5. POWER TO RELAX :**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. SAVINGS :**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Candidates belonging to, the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) A.K. Singh, PVSM, AVSM, SM, VSM**

Lieutenant Governor (Administrator),

Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-

**(Krishna Chakraborty)**

Assistant Secretary (Revenue)

SCHEDULE-I

**Recruitment Rule for the post of Multi Tasking Staff in the establishment of Deputy Commissioner**

1.	Name of post	<b>Multi Tasking Staff</b>
2.	No. of post(s)	80 (eighty) * 2013 * (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/ Scale of Pay	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection or non-selection post ?	Not applicable
6.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government from time to time). <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates. In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruits	<b>Essential :</b> Must have passed the Secondary School Examination (X <sup>th</sup> Standard) from a recognized Board/Institution. <b>Desirable :</b> a) Training in Basic and Refresher Courses in Home Guard and Civil Defence. b) Knowledge in Hindi. c) Ability to ride Bicycle.
8.	Whether age and educational qualifications required for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	2 (Two) years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering confirmation) consisting of :</b> <ol style="list-style-type: none"> <li>1. Secretary (Revenue) - Chairman</li> <li>2. Secretary (Perl.) - Member</li> <li>3. Secretary (Law) - Member</li> <li>4. Respective DC - Co-opted Member</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to Schedule

### **JOB DESCRIPTION FOR THE POST OF MULTI TASKING STAFF**

The following are the duties to be performed by a Multi Tasking Staff :-

1. Physical maintenance of records of the Section;
2. To be responsible for proper maintenance of records in the Section/Office;
3. To trace out old files/records as may be required by any member or staff in the Section/Office;
4. To verify the records/publications once in six months and report to the Section/Office/Branch Officer, if any, file/publications are missing/out for a considerable period;
5. To stitch/mend files/records/vouchers etc.;
6. To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
7. To keep proper account of the articles of furniture/electrical and electronic items available etc. in the Section Office and any items is removed by other Sections for the Section for any specific purposes, he should ensure that the same is received back in the Section/Office and kept at proper place;
8. General cleanliness and upkeep of the Section/Office;
9. Carrying of files and other papers within the building/office;
10. Photocopying, sending of FAX etc.;
11. Other non-clerical works in the Section/Office;
12. Assisting in routine office work like diary, dispatch etc. including on computer;
13. Delivering the dak (outside the office);
14. Watch & Ward duties;
15. Opening and Closing of rooms;
16. Cleaning of rooms;
17. Dusting of furniture etc.;
18. Cleaning of building, fixture etc.;
19. Work related to his ITI qualifications, if it exists;
20. Driving of vehicles, if in possession of valid driving licence;
21. Upkeep of parks, lawns, potted plants etc.;
22. To attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 am;
23. To attend to any other work this may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office, or other superior officials in public interest.

## SCHEDULE-II

**Recruitment Rule for the post of Revenue Field Assistant  
in the establishment of Deputy Commissioner**

1.	Name of post	<b>Revenue Field Assistant</b>
2.	No. of post(s)	120 (one hundred twenty) * 2013 * (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/ Scale of Pay	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection or non-selection post ?	Not applicable
6.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government from time to time). <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruits	<b>Essential :</b> Must have passed the Secondary School Examination (X <sup>th</sup> Standard) from a recognized Board/Institution. <b>Desirable :</b> a) Training in Basic and Refresher Courses in Home Guard and Civil Defence. b) Knowledge in Hindi. c) Ability to ride Bicycle.
8.	Whether age and educational qualifications required for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	2 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering confirmation) consisting of :</b> 1. Secretary (Revenue) - Chairman 2. Secretary (Perl.) - Member 3. Secretary (Law) - Member 4. Respective DC - Co-opted Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to Schedule

**JOB DESCRIPTION FOR THE POST OF REVENUE FIELD ASSISTANT**

The following are the duties to be performed by a Revenue Field Assistant :-

1. To assist during Survey Operation.
2. To assist during eviction process.
3. To clear field for survey.
4. To assist in measurement of field by Chain/Tape.
5. Carrying and planting of Survey Stones.
6. To make sitting arrangements of National Festival/VVIP Visits.
7. General cleanliness and upkeep of the equipments.
8. Work related to his ITI qualifications, if it exists.
9. Upkeep of parks, lawns, potted plants etc.
10. To attend to any other work this may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office, or other superior officials in public interest.

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